

BUILDING PLANS REVIEWER

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs intermediate technical work reviewing commercial, industrial and residential plans, specifications and permits for compliance with state and local building codes; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Reviewing construction and site plans for code and policy compliance; issuing permits; inspecting work in progress; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Reviews commercial, industrial and residential plans, specifications and permits for compliance with state and local building codes.
- Prepares comments for plans and permits not in compliance with codes and policies.
- Approves plans meeting code requirements by signing and sealing prior to issuance; attaches necessary notices.
- Researches code issues and requirements in order to address issues raised by submissions or questions from the public, including builders and contractors.
- Conveys building/code requirements to contractors, builders, owners, architects, engineers and other applicants.
- Calculates fees by calculating specific building areas within plans and identifying, cataloging specific plan elements included in submission.
- Performs general administrative functions such as logging plans into computer; maintaining files, copying and distributing files; preparing correspondence, etc.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of structural engineering principles and practices as applied to building design and construction; thorough knowledge of building codes and zoning ordinances; ability to read and interpret blueprints, site plans and architectural designs, and to ensure compliance with appropriate codes and ordinances; ability to perform mathematical computations with speed and accuracy; ability to communicate ideas effectively in both oral and written form; ability to establish and maintain effective working relationships with contractors, architects, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school supplemented by course work in engineering, architecture or related field and considerable experience in general building construction and plans review work.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, standing, walking, fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of certification as a Building Plan Reviewer in the areas of assignment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.